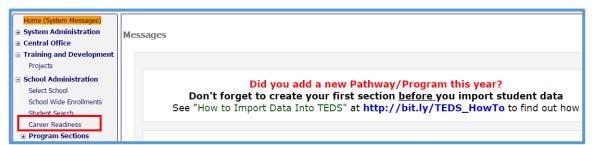
How to Verify/Update Career Readiness Data

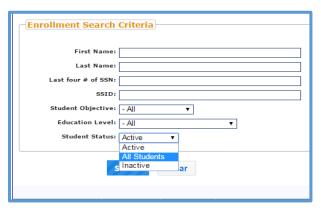
- 1. Log in to TEDS
- 2. Select your school and the CURRENT SCHOOL YEAR
- 3. Click on Career Readiness and a list of all enrolled students will be displayed.



4. Change Student Status to **All Students** and click Search.

The result should be an alphabetical list of all of your students.

You can use the Search Criteria options to shorten the list if looking at a certain cohort of students, such as preparatory seniors.





For each student, there is a drop-down box for entering WorkKeys Certificate Level and a field for entering ASVAB (AFQT) scores. Additionally, a link to Industry Certificates data for each student is on the far right of each line.

For WorkKeys, enter a student score in one pathway. It will populate all pathways in which the student is enrolled.

For changes to KOSSA, please contact Mr. Kiley Whitaker @ kiley.whitaker@education.ky.gov

To Enter/Update WorkKeys Certification

For WorkKeys, enter a student score in one pathway. It will populate all pathways in which the student is enrolled.

- Click on the WorkKeys Certificate Level drop-down box for the appropriate student.
- 2. Highlight the certificate level earned by the student.
- 3. Repeat for each student for whom a certificate level is to be recorded.
- 4. Click Save.

REMINDER: It is not necessary to click Save after keying the score for each individual student. However, you **MUST** click save <u>before changing to another screen.</u>



To Enter/Update ASVAB (AFQT) Test Results

For ASVAB, enter a student score in one pathway. It will populate all pathways in which the student is enrolled.

- 1. Click in the ASVAB (AFQT) data field for the appropriate student.
- 2. Highlight the certificate level earned by the student.
- Repeat for each student for whom a certificate level is to be recorded.
- Click Save.

REMINDER: It is not necessary to click Save after keying the score for each individual student. However, you **MUST** click save <u>before changing to another screen.</u>

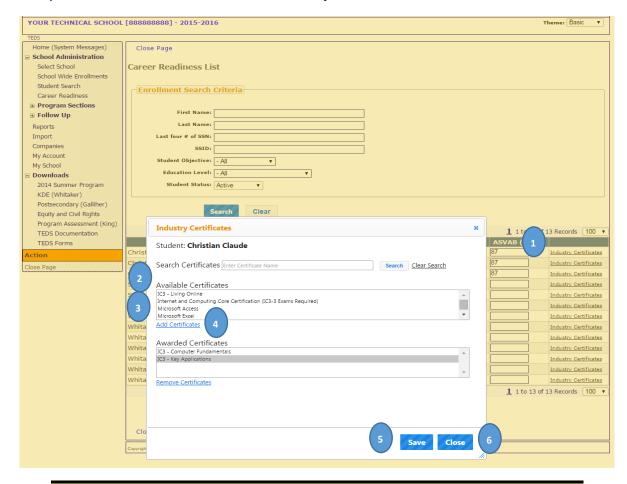


For changes to KOSSA, please contact Mr. Kiley Whitaker @ kiley.whitaker@education.ky.gov

To Enter an Industry Certificate

Industry Certificates are pathway specific. They must be entered individually for the pathway in which it was earned

- 1. Click on the Industry Certificate link across from the appropriate student name.
- 2. Select the name of the Industry Certificate. This may be done by scrolling through the list of certificates in the Available Certificates box.
- 3. Highlight the name of the appropriate Industry Certificate in the Available Certificates box.
- Click Add Certificate to move the selected certificate name to the Awarded Certificates box.
 - Repeat the process if multiple certificates are to be recorded for the same student.
- 5. Once all certificate names for the specified student are shown in the Awarded Certificates box, click Save.
- 6. Click Close to return to the Career Readiness screen.
- 7. Repeat for each student for whom Industry Certificates are to be entered.



For changes to KOSSA, please contact Mr. Kiley Whitaker @ kiley.whitaker@education.ky.gov